

**Office of the Coordinator for Reconstruction and Stabilization (S/CRS)  
U.S. Department of State**

**Office Management Specialist for S/CRS/FO**

**Introduction:**

The subject position is organizationally located in the Office of the Coordinator for Reconstruction and Stabilization (S/CRS), United States Department of State. The Office plans for and responds to complex emergencies involving failed and post-conflict states. The core mission of S/CRS is to lead, coordinate and institutionalize U.S. Government civilian capacity to prevent or prepare for post-conflict situations, and to help stabilize and reconstruct societies in transition for civil strife, so they can reach a sustainable path toward peace, democracy and a market economy.

**Major Tasks and Responsibilities:**

- Reviews important matters requiring the attention of the Coordinator.
- Analyzes a wide variety of proposals and policy recommendations, official correspondence, reports and other documents of a highly sensitive nature directed to the Coordinator's office for decision, clearance or endorsement.
- Obtains background information from responsible offices within the Department and other agencies relevant to the policy and program goals, objectives and issues raised, and arranges materials in clear and concise form with notes and recommendations prior to presentation to the Coordinator for action.
- As directed by the Coordinator, may be required to task bureaus for informational material necessary for the Coordinator's review and consideration on a variety of policy and program-related matters.
- Applies knowledge from attendance at staff meetings and in reviewing information from responsible S/CRS staff, other bureaus and other agencies. Assembles edits and directs the flow of action memoranda and other information materials that constitute the documentary workload of the Office. Tracks the workflow using established tools (spreadsheets and databases) that he/she may adapt to create and improve the Office's (bureau-equivalent) administrative practices.
- Based on a current and comprehensive knowledge of the Coordinator's views and priorities, independently answers important inquiries referred from the National Security Council, Congress and Department Principals as well as other Executive Branch agencies. Receives distinguished visitors and discusses matters of importance with them, as required.
- Keeps the Coordinator informed at all times of the latest developments in matters that require his/her immediate and urgent attention, using phone, e-mail, mail and impromptu meetings to both receive and quickly transmit essential information.
- Ensures that responsible staff is kept apprised of action items required of and by the Coordinator.
- Facilitates administrative arrangements for meetings, conferences, travel, etc., applying familiarity with the responsible officials' schedules, commitments and areas of responsibility.
- Regularly accompanies the Coordinator (and Coordinator as back-up) to meetings

to initiate, monitor and undertake follow-up actions.

- For items not requiring the Coordinator's attention, the incumbent determines distribution, necessary action and deadlines.
- Performs other tasks of a confidential and sensitive nature as assigned by the Coordinator.
- Uses Microsoft Office tools to produce correspondence, reports and briefing materials for the Coordinator's use in managing the work of the Office and making presentations and to schedule both recurring and ad hoc meetings to advance the mission of the Office of the Coordinator.
- Ensures that the Deputy Coordinator's draft products, notes or oral instructions are conveyed appropriately in the form of correspondence, reports, cables, etc., with proper format, content, tone and accuracy (punctuation, capitalization, spelling, grammar and conformance to prescribed styles and clearance requirements).
- Performs other tasks of a confidential and sensitive nature as assigned by the Coordinator.

### **Security Requirements:**

The contractor personnel performing under this task order shall be able to obtain an interim **Secret** security clearance while their full clearance is being processed.

### **To Apply:**

Please contact MSDS Consultant Services, LLC - Daryl Corley at 301-877-9150 or Kevin Corley at 301-877-9151 to set up an appointment for an interview.